

DEFENSE LEADERSHIP AND MANAGEMENT PROGRAM (DLAMP)
SAMPLE RESUME FORMAT
(NOTE: LIMIT TO 3 PAGES)

PLACE IN ALL CAPS

PATRICIA A. SAMPLE
123-45-6789

Social Security Number

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HQ USAF, Pentagon

List installation and MAJCOM

SUMMARY OF SKILLS

Job-Related Skills

Labor Relations Specialist: labor contract negotiations; Employee Relations Specialist: performance management, conduct, and disciplinary actions; Classification and EMR Specialist: classification, EEO, and performance grievances and appeals; Classification and Staffing Specialist: classify and recruit

EXPERIENCE

December 1995 to present; Supervisory Personnel Management Specialist, GS-201-15; HQ USAF/DPC, 1040 Air Force Pentagon, Washington DC 20330; Ms. Josephine Smith, (703)695-6789. Manages a staff that develops Air Force civilian personnel policy for external and internal recruitment processes and procedures. Monitors progress on Congressional Bills, Office of Personnel Management (OPM) regulations, and Executive Order issuances that would affect Air Force external and/or internal recruitment guidance.

July 1992 to December 1995; Personnel Management Specialist, GS-201-14, HQ PACAF/DPC, Hickam AFB HA 99898; Mr. Robert Jones, DSN (315)987-6543. Responsible for Major Command level policies for all Priority Placement issues. Acted as Air Force Overseas Regional Coordinator for all DoD Priority Placement cases in the Pacific Theater. Resolved intra-component cases within the Pacific Theater, and coordinated on inter-theater, inter-zone, and inter-component cases.

Start and End Dates (Month and Year)
Position Title
Pay Plan, Series, Grade (Federal positions)
- Describe different grade levels; include month and year of each grade
Employer's Name and Complete Address
Supervisor's Name and Phone Number
All Major Tasks
Any Systems Worked On
Any Software Programs Used
Any Special Programs Managed
All Acquisition Experience
- Indicate Percentage of Time Spent on Acquisition Duties

EDUCATION

Highest level of education and year; i.e. type of degree, college or university (include city and state), major field of study, hours completed.

Bachelor of Arts, 1972, University of California, Berkeley, CA, Labor Economics, 130 semester hours
Master of Public Administration, 1988, Penn State University, State College, PA, 36 semester hours

SPECIALIZED TRAINING

List any training courses that you have completed and consider valuable and relevant to your career goals. Include dates and length of training.

Alternative Dispute Resolution, Hickam AFB, HA, October 1994, 1 day
Advanced Staffing Seminar, Gunter AFB, Montgomery, AL; April 1989, 2 weeks
DoD Priority Placement Training, Atlanta, GA, December 1988, 3 days
Reduction-In-Force, NISC; completed November 1987
Air Force Pay Setting, NISC, completed August 1987
Basic Staffing, Gunter AFB, Montgomery, AL, May 1986, 2 weeks
Advanced Classification Seminar, Gunter AFB, Montgomery, AL, June 1985, 2 weeks
Basic Classification, Gunter AFB, Montgomery, AL, March 1983, 2 weeks
EEO Complaints, NISC, completed February 1982
Squadron Officer School, Maxwell AFB, Montgomery, AL, July - September 1981, 14 weeks
Basic Employee Relations, Gunter AFB, Montgomery, AL, May 1980, 2 weeks
Contract Negotiations, Gunter AFB, Montgomery, AL, October 1975, 1 week
Basic Labor Relations, Gunter AFB, Montgomery, AL, June 1974, 2 weeks

LICENSES/CERTIFICATES

List professional licenses and certificates and date certified. Include the state if applicable. Include all Acquisition Professional Development Program (APDP) certification levels attained. For contracting-related positions, state the certification level required for your current DoD position.

Licensed Professional Economist, 1973

AWARDS

List any achievements you would like to mention.

Performance Awards, 1980 - present
Exceptional Civilian Service Award, December 1995

PROFESSIONAL ASSOCIATIONS

List any other information (e.g. language proficiencies, professional associations)

International Personnel Managers Association (IPMA), Federal Sector, Washington DC Chapter, 1996 - present; Membership Chair, 1997